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Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

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4. HUMAN SOURCES

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Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

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OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

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NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of a source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

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3. RELIABILITY AND CORROBORATION

Reliability Assessments

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Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

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Evaluation of Sources and Corroboration of Information

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OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

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1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

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1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

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2005-12-13

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

Authorities and References

1.2 *CSIS Act*

1.3 *Access to Information Act*

1.4 *Privacy Act*

1.5 Ministerial Direction on CSIS Operations (2001 03 01)

1.6 OPS-204, "Human Sources - General"

1.7 OPS-205, "Human Sources - Development and Direction of Sources"

1.8 OPS-208, "Human Sources - Compensation"

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1.10 OPS-501, "Operational Reporting"

2. EVALUATION OF HUMAN SOURCES

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3. RELIABILITY AND CORROBORATION

Reliability Assessments

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2006-05-01

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- 1.1 This policy relates to qualitative controls used when dealing with human sources.

Authorities and References

- 1.2 *CSIS Act*
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- 1.6 OPS-204, "Human Sources - General"
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- 1.9 OPS-208, "Human Sources - Compensation"
- 1.10
- 1.11 OPS-501, "Operational Reporting"

2. EVALUATION OF HUMAN SOURCES

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NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

3. RELIABILITY AND CORROBORATION

Reliability Assessments

- 3.1 The controller responsible will assess the general degree of reliability of a human source, according to the following criteria in descending order:

3.2

3.3

3.4

Corroboration of Information

3.5 Investigators and HQ operational Branch will attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4.

HUMAN SOURCES

4.1

4.2

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

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2006-05-01

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

- 1.1 This policy pertains to the compensation of human sources.

2. PRINCIPLES

Approvals

- 2.2 Approval by the Minister of Public Safety and Emergency Preparedness Canada (PSEPC) will be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

2.3

2.4

Offers of Compensation

2.5

2.6

Types of Payment

- 2.7 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

3.**PAYMENTS****Guidelines****3.1****procedures**

payments in relation to a human source will be made in accordance with the policies and

4.**PAYMENTS****Authority****4.1****in each case**

The authority of the Director and certain employees to approve human source payments is limited

4.2**Authority to provide**

payment to a human source will designate an amount covering

Authority

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5. PROCEDURES FOR PAYMENTS**Summary of Procedures**

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source.

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OPERATIONAL POLICY MANUAL

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

Ministerial Approval

2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment in money or in kind that exceeds the financial signing authority of the Director; or

2.3

Offers of Compensation

2.4

2.5

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Types of Payment

- 2.6 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

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3. PAYMENTS

Guidelines

- 3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

OPERATIONAL POLICY MANUAL

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

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5.1 Without modifying or replacing directions found following summarizes the process for making payments to a human source: the

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OPERATIONAL POLICY MANUAL

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

Ministerial Approval

2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment in money or in kind that exceeds the financial signing authority of the Director; or

2.3

Offers of Compensation

2.4

2.5

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Types of Payment

- 2.6 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

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3. PAYMENTS

Guidelines

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4. PAYMENTS

Authority

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5. PROCEDURES FOR PAYMENTS

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5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source:

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OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

- 1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

Ministerial Approval

- 2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:
Payment in money or in kind that exceeds the financial signing authority of the Director; or

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Offers of Compensation

2.4

Types of Payment

- 2.6 All payments to human sources are under the provisions of
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OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

- 1.1 This chapter prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

Approvals

- 2.2 Approval by the Minister shall be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

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- 3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

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OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

- 1.1 This chapter prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

Approvals

- 2.2 Approval by the Minister shall be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

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OPS-701 HUMAN SOURCES - HUMAN SOURCE PROGRAM**1. INTRODUCTION****Objective**

- 1.1 The conduct of human source operations is a fundamental component of the Service's efforts to protect Canada's national security interests and the safety of Canadians through the provision of intelligence and security-related advice to government. The Service is committed to an integrated, approach to the conduct of human source operations which is best-practices oriented, The objective of this policy is to provide direction with regards to the primary elements and components of the Human Source Program.

Scope

- 1.2 The policy identifies the fundamental principles which guide the Service's conduct of human source operations, by outlining the structure and organization of the Human Source Program, and by defining the general roles and responsibilities of the various operational involved in human source operations.
- 1.3 For further direction on human source operations refer to OPS-806, Human Sources".
- 1.4 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Financial Administration Act (FAA)

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive – “Disclosure of Service Information to the RCMP” (2010 01 13)

Treasury Board Policy on Internal Control

Treasury Board Policy on Financial Management Governance

Definitions

- 1.7 For definitions of specific terms used in this policy, refer to “Policy Glossary”.

Temporary Authority

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

- 1.9 Where identified in policy, the term Aor designate@ denotes the option to delegate an authority to an assigned individual or position.

- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

- 2.1 The Director is responsible for the overall management of the Service’s Human Source Program.
- 2.2 The Director is responsible for notifying the Minister when there is a potential that the activities of a human source, may have adverse impact such as:
discrediting the Service or the GoC;
presenting a clear risk to human life;

2.3

2.4 The Director is responsible for providing the Minister with an Annual Report containing:

2.5

2.6

2.7

2.8

Chief Financial Officer

2.9 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;

ensuring that regular Financial Management Compliance Reviews are conducted; and

monitoring adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Human Sources and Operations Security Branch

2.10 The HSOS Branch is responsible for the overall management of operations involving human sources.

2.11

2.12

2.13

2.14

2.15

Headquarters Branches

- 2.16 HQ Branches are responsible for the case management of operations involving human sources.
- 2.17 HQ Branches are responsible for providing direction related to human source operations that is consistent with the

Regions

- 2.19 Regions are responsible for the recruitment, assessment and management of human sources
- 2.20 Regions are responsible for locally conducting and managing human source activities consistent with national standards and best practices

3. HUMAN SOURCE PROGRAM

- 3.1 In pursuit of the Service's mandate, the Human Source Program encompasses the administrative and operational support infrastructure necessary for the Service's conduct of human source operations. It also comprises the operational management involved in the assessment, recruitment, of human sources.
- 3.2 In addition to ensuring compliance with this policy and related documents, the following fundamental principles must be observed in the conduct of human source operations:

confidentiality is the foundation of all operational relationships.

human sources will be managed and treated ethically and fairly;

to the greatest extent possible, steps will be taken to ensure the protection of the human source and the identity of the human source;

human sources are to be centrally managed, in order to protect their personal safety and the security of the Service's operations;

the approval authority required to use a directed human source in a CFI must be commensurate with the and potential adverse impact on

4. CASE MANAGEMENT

- 4.1 Case management employs in the conduct of human source operations.
in order to guide and support collection and
human source efforts as part of a approach to the overall
management of human source operations.

4.2

- 4.3 Regions and HQ Branches will collaborate with regards to
the management of human sources and human source operations.

Process

4.4

4.5

4.6

additional information and guidance on the
- Case Management

For
process, refer to OPS-702, "Human Sources"

4.7

4.8

4.9

4.10

For additional information and
guidance on refer to "OPS-702, "Human Sources - Case Management".

4.11

For additional information and guidance on human source
operations, refer to and OPS-806,
Human Sources".

5. SPECIAL PROVISIONS

5.1

the Service or the GoC, the assessment,
recruitment and use of human sources requiring special consideration must be conducted
and to CFIs such as post-
secondary, political, establishments. For additional information and guidance
on special provisions, refer to OPS-703, "Human Sources - Special Provisions".

6. CONDUCT

6.1

Human sources will be directed to carry out their tasks on behalf of the Service in a manner that is
consistent

6.2

Directed human sources will be
instructed to conduct themselves in such a manner as
not to discredit the Service or the GoC. For additional information and guidance on human source
conduct, refer to "OPS-704, "Human Sources - Conduct".

7.

7.1

For additional information and guidance on human source
refer to OPS-705, "Human Sources".

8.

8.1

8.2

For additional information
and guidance on the
Sources of a human source, refer to "OPS-706, "Human

9. COMPENSATION

9.1

additional information and guidance on human source compensation, refer to “OPS-707, “Human Sources – Compensation”. For

- 9.2 In exchange for providing operational assistance to the Service, human sources receive possible remuneration.

10. HANDLING OF HUMAN SOURCE FILES

10.1

- 10.2 human source files are opened in order to protect a human source's identity
For additional information and guidance on handling human source information, refer to OPS-701-1, “Procedures - Human Sources - Human Source Program - File Management”.

10.3

- 10.4 The Service protects the identity of human sources in perpetuity. However, after a 125-year retention period, the inactive file can be transferred from the Service's repository to National Archives. For additional information and guidance on disclosure of assistance, refer to section 10 of “OPS-702, “Human Sources - Case Management”.

OPS-701 APPENDIX 1 - ADMINISTRATIVE AND HUMAN SOURCE FILE CATEGORIES

1. ADMINISTRATIVE FILE CATEGORIES

2. HUMAN SOURCE FILE CATEGORIES

2013-01-08

OPS-701 APPENDIX 1 - ADMINISTRATIVE AND HUMAN SOURCE FILE CATEGORIES

1. ADMINISTRATIVE FILE CATEGORIES

2. HUMAN SOURCE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPS-701
Appendix 2

Operations Policies and Procedures

Secret
2011-04-01

OPS-701 APPENDIX 2 - MATRIX - DELEGATIONS OF AUTHORITY FOR THE HUMAN SOURCE PROGRAM

Policy	Section		MINISTER	DIR				DG HSOS	RDG	HQ DG			
702-1	2.12												
702-1	2.14												
702-1	3.2	Recruitment approach to an individual							X				
702-1	3.3	Recruitment approach when there is a potential for adverse impact	X										
702-1													
702-1	5.2	Directing a human source to participate in activities							X				
702-1													
702-1													
702-1													
702-1													
702-1	10.4												
702-1	10.5												
702-1	11.2	Human source						X					
702-2	4.1												
702-2	4.2												
702-2													

Operations Policies and Procedures

Secret
2011-04-01

[illegible]

[illegible]

[illegible]

OPS-701 APPENDIX 2 - MATRIX - DELEGATIONS OF AUTHORITY FOR THE HUMAN SOURCE PROGRAM

PROCESSED BY CSIS UNDER THE
PROVISIONS OF THE PRIVACY ACT AND/OR
ACCESS TO INFORMATION ACT.
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OPS-701-1 PROCEDURES - HUMAN SOURCES - HUMAN SOURCE PROGRAM - FILE MANAGEMENT**1. INTRODUCTION****Scope**

- 1.1 These procedures outline the file management architecture for the Human Source Program and provide general direction for the administration of human source files.

Definitions

- 1.2 For definitions of specific terms used in this procedure, refer to "Glossary of Terms and Definitions".

Temporary Authority

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. OPENING HUMAN SOURCE FILES

- 2.1 At the request of a Region, HSOS can open a human source file in cooperation with the Information Management (IM). For additional information and guidance on file categories, refer to OPS-701 Appendix 1, "Administrative and Human Source File Categories".

3. ACCESSING AND HANDLING HUMAN SOURCE FILES**3.1****Security of Information**

- 3.2 Employees must ensure that the identity of a human source is protected

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4. INACTIVATION OF HUMAN SOURCE FILES

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Refer to section 10 of OPS-702-1.

"Procedures - Human Sources - Case Management".

OPS-702 HUMAN SOURCES - CASE MANAGEMENT**1. INTRODUCTION****Objective**

- 1.1 The use of human sources is an integral part of the Service's mandated investigations. As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

Scope

- 1.2 This policy, in conjunction with CSIS Policy: Conduct of Operations, OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,
- 1.3 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

- 1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

- 1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the CSIS Act" (2012 03 01)

Definitions

- 1.6 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

- 1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

- 1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

- 2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2

2.3

2.4

Director General, Human Sources and Operations Security

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

Headquarters Directors General

2.6 HQ DG are responsible for:

providing direction to Regions on the priorities of human sources to address operational and

reviewing human source operations

Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source evaluated in accordance with Service standards; and

authorizing human source participation in activities

Human Sources and Operations Security

2.8

Human Sources and Operations Security

2.9

2.10

Human Source

2.11